



Indiana
Heart Gallery

Helpful Hints

for Care Managers & Photographers

(what we've learned...)

Here are some helpful hints for working with the children and the Heart Gallery program.

Siblings

All siblings who intend to be **adopted together, should have the photos taken individually and as a complete group**. No individual shots are needed and are not suitable for the exhibit. It is very important that sibling groups be photographed together, so extra transportation and planning may be necessary to have all the children together for the photo shoot. If any of the siblings do not arrive for the shoot, it will need to be rescheduled. Care managers will be aware of the children's adoption goals and, in rare cases, may ask you to photograph them together and separate.

Clothing

Care managers are responsible for communicating with the foster families and residential coordinators that the children should be **dressed in solid-color** outfits with no flashy, loud logos. Anything from jeans to tuxedos are permissible, as long as the **clothes fit, are clean, free of holes or stains and are appropriate attire**. Please communicate the children are to be clean, well-groomed, hair washed and styled as they prefer and **looking their very best** for this important photo sitting! We want the children to feel comfortable, so dressing up is not required.

Locations

We recommend parks, beaches, and other kid-friendly public places or photo studios.

We will make our best attempts to match photographers and children by proximity. Sometimes, the photographer has a studio and wishes to shoot there. If shooting on location, the photographer has their equipment, weather, scenery and lighting in mind for the best place to photograph the child. Please be as accommodating as possible to arrange the location and time of the shoot as these professional photographers are donating their time and talent to help recruit families for the children. Together as a team we can make this project a well-oiled machine! We will request the same from the photographers to ensure the shoots occur as efficiently as possible.

Once the photo shoot is planned, please ensure all parties are informed of the time and location.

We recommend the photographers and care managers "mapquest" and then double-check with each other on the time and location and specifically where to park or meet.

2) Bio questionnaires (for care managers only)

Questionnaires are included in your packet — please note the appropriate age ranges for your children and interview them in person or over the phone. Once filled out, they will help our writer create a positive and informative bio for the children's bio cards, which are take away pieces for potential families. It is very important these are filled out with as much information as possible from you and the child. These are emailed to dhoskins@ifcaa.org.

We encourage all care managers and photographers to call the Heart Gallery staff with any questions, concerns, feedback, suggestions and ideas for the upcoming year.

We know the Heart Gallery is working to find families for these children and we applaud your time and effort toward the project.

Thank you!



www.IndianaHeartGallery.IN.gov

